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## SAMPLE CAREER PLAN

Date \_\_\_\_\_

SUBJECT: Five-Year Career Plan for Mr. John S. Doe

1. Our nomination for the Fifth Midcareer Executive Development Course is Mr. John S. Doe, GS-13, \_\_\_\_\_ Staff, Office of \_\_\_\_\_.

2. Mr. Doe is an experienced intelligence officer, who has served with distinction in the Directorate of Plans, both at Headquarters and abroad, as well as during his 2 1/2 years in this office. We anticipate and certainly hope that Mr. Doe will spend a major portion of the next five years in the Office of \_\_\_\_\_ in varied assignments dealing with specific geographical areas. He will be given supervisory responsibilities and, based on his performance thus far, we have every reason to believe that he will be promoted to GS-15 towards the end of this period or shortly thereafter.

3. We also expect that some time towards the end of the five-year period we will formulate plans to have Mr. Doe spend a year at an academic institution doing essential research.

4. The above plan is heartily endorsed by Mr. Doe and his Staff Chief.

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(Title)

